

# STATE OF CONNECTICUT

## OFFICE OF THE CHIEF MEDICAL EXAMINER

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### POLICY STATEMENT

It is the policy of the Office of the Chief Medical Examiner to assure non-discrimination and affirmative action in all phases of the employment process including recruitment, application, interviewing, selection and testing, appointing, assigning, orientation, training, evaluation, promotion, and counseling without regard to race, color, religious creed, sex, age, national origin, ancestry, physical disability, learning disability, marital status, present or past history of mental disability, mental retardation, political beliefs, sexual orientation or criminal record.

The Office of the Chief Medical Examiner recognizes the distinction between equal employment Opportunity and affirmative action. The former seeks to ensure gainful employment opportunities for all qualified individuals without regard to artificial barriers of race, color, religious creed, age, Sex, marital status, national origin, ancestry, present or past history of mental disability, mental retardation, physical disability, learning disability, sexual orientation or prior conviction of a crime. The latter imposes the obligation of specific and identifiable actions taken to ensure compliance with the goal of equal employment opportunity as set forth above.

To carry out this policy, the Office of the Chief Medical Examiner has undertaken positive action to overcome the present effects of past discrimination to achieve in a meaningful way the full and fair utilization of women and minorities in the work force. It has developed a program of affirmative action and equal employment opportunity as immediate and necessary objectives that it pledges to aggressively pursue in every phase of its personnel policies.

Attached to this Policy Statement is a compilation of Federal and State Constitutional Provisions, Laws, Regulations, Guidelines and Executive Orders that prohibit or outlaw discrimination. Each class of person protected under the law is identified.

In accordance with its plan of affirmative action and equal employment opportunity, the Office of the Chief Medical Examiner does and will continue to:



1. Seek out qualified and resourceful staff members, and provide professional guidance, counseling, training and opportunities for them to reach their potential.
2. Post position openings and announcements for promotional examinations so that present staff members may participate in promotional opportunities whenever possible.
3. Recruit, hire and train persons at all job levels on the basis of merit and in accordance with the principles of affirmative action. Recruitment sources of all types are used with particular emphasis on sources that attract qualified members of protected groups.
4. Evaluate tests and job requirements in terms of actual entry-level responsibilities in order to open the opportunities to those whose experience may have been limited due to discriminatory practices.

5. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, training and educational opportunities, tuition assistance, or any other benefits will be administered to all persons equally and consistent with the principles of affirmative action obligations.
6. Require all supervisory personnel to fulfill their obligations under the plan, and to evaluate their personnel decisions and actions with respect to requirements of those obligations.
7. Provide its services and programs in a fair and impartial manner.

Physically disabled individuals and our older citizens experience special difficulties in gaining positions in the workforce. Employment with the Office of the Chief Medical Examiner is offered to all persons without regard to age or physical disability so long as qualified occupational requirements are met.

All employees of the Office of the Chief Medical Examiner are responsible for implementing this affirmative action plan. Joseph Olender, SPHR, Human Resources Specialist, is assigned the affirmative action duties for the Office of the Chief Medical Examiner. He is responsible for overseeing and coordinating the efforts of employees to carry out the Plan. His office is located on the third floor at the Office of the Chief Medical Examiner, 11 Shuttle Road, Farmington, CT 06032, telephone 679-3982.

As appointing authority, I am accountable for achieving the goals set forth in this plan.

  
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H. Wayne Carver, II, M.D.  
Chief Medical Examiner  
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Date